



INSTITUTION OF ENGINEERS OF KENYA (IEK)

**RESOURCE MOBILIZATION AND
PARTNERSHIP COMMITTEE**

TERMS OF REFERENCE 2022 – 2024

Document Approver	IEK COUNCIL
Document Custodian	IEK CEO
Review Frequency	2 Years
Document Date	May, 2022
Document Status	Draft Awaiting Review & approval
Document Version	IEK/RM&PC/01

AMENDMENT SHEET

Revision No.	Subject of Amendments	Date of Approval

Table of Contents

1	INTRODUCTION.....	4
2	PURPOSE	4
3	RELEVANT APPLICABLE STRATEGIC GOAL.....	4
4	RESPONSIBILITIES AND FUNCTIONS OF COMMITTEE	4
5	MEMBERSHIP AND COMPOSITION	6
6	TENURE OF COMMITTEE.....	7
7	ROLES AND RESPONSIBILITIES.....	7
7.1	CHAIRPERSON	7
7.2	VICE CHAIR	7
7.3	MEMBERS.....	8
8	MEETINGS OF COMMITTEE.....	8
9	CONFLICT OF INTEREST	9
10	CONFIDENTIALITY AND NON- DISCLOSURE	9
11	INDEPENDENT EXPERT	9
12	TASK GROUP/ SUBCOMMITTEE	9
13	CODE OF CONDUCT.....	10
14	AUTHORITY	10
15	ADMINISTRATION	10
16	RECORDS	10
17	REPORTING.....	11
18	REVIEW OF TERMS OF REFERENCES.....	11
	APPENDICES	13
	APPENDIX I: SCHEDULE OF WORKING GROUPS SUB-COMMITTEES	13
	APPENDIX II: COMMITTEE NOMINATION PROFORMA CURRICULUM VITAE	14

1 INTRODUCTION

The Constitution and Bylaws of IEK provide that the Council may establish Committees to undertake specific functions on behalf of Council. Accordingly, the Council at its 495th meeting held on 28th April 2022 established a committee to be known as Resource Mobilization and Partnership. The Committee may establish sub-Committees to assist it in the conduct of its business provided the Council approves such action.

2 PURPOSE

The overall purpose of the IEK Resource Mobilization and Partnership Committee (RMPC) is to raise sustainable resources and support IEK in its efforts to build synergies and enhance partnerships for both administrative and programmatic activities in the Strategic plan.

The Institution of Engineers of Kenya recognizes the importance of resource mobilization and building partnerships as key area of its strategic actions in order to ensure success of its programs.

3 RELEVANT APPLICABLE STRATEGIC GOAL

The IEK Resource Mobilization and Partnership Committee (RMPC) will contribute towards the achievement of the following strategic goals:

- a) **Strategic Goal 1:** Grow IEK Membership to 20,000 by 2023; that will increase revenue growth through increased subscriptions and attendance to events by members
- b) **Strategic Goal 4:** Revenue growth; through enhancing revenue from existing sources and identifying new revenue resource streams
- c) **Strategic Goal 5: Governance and Institutional Strengthening;**
Resource mobilization for strengthening of the institutional capacity through ensuring adequate funding for optimal human resource as per the IEK structure, proposed construction tower etc
This is central to all the other Strategic goals highlighted above.

4 RESPONSIBILITIES AND FUNCTIONS OF COMMITTEE

The responsibilities and primary functions of this committee are:

- a) Develop, implement and monitor an effective resource mobilization and partnership strategy to maintain strategic partnerships and engagement with key stakeholders and recommend to Council for approval.
- b) Make recommendations to the Council concerning policies for revenue mobilization and partnerships.
- c) Review the IEK's current strategic plan; work plans; project proposals, knowledge management products and funding model to better understand the needs and help position the institution for resource mobilization.
- d) Develop fundraising guidelines
- e) Review existing partnership frameworks, tools, etc. to form the basis for identification of thematic areas, stakeholders, development partners for consideration in the IEK strategy for partnerships and resource mobilization
- f) Review strategies and programmes of current and potential IEK partners on their priorities and operational strategies in order to identify areas and modalities for further synergies, partnerships (including joint programs) and resource mobilization
- g) Engage in budgeting and projection of financial needs and gaps
- h) Identify resource mobilization and partnership opportunities and map strategic areas of focus
- i) Prepare concept notes and proposals and contribute to preparation of partnership and funding agreements
- j) Develop a plan to engage new partners (traditional and non-traditional) among relevant stakeholders in an effort to mobilize resources.
- k) Develop objectives for fundraising, methods, strategies and focus (private sector, public funding, donors, foundations). •
- l) Liaise with potential stakeholders/ partners with the purpose of identifying opportunities for support.
- m) Profile and package the Partnership and its activities so as to attract resources
- n) Draft Partnership Agreements for approval by Council
- o) Strengthen Regional and International Partnerships
- p) Conduct quarterly engagement with CEOs/Board Chairs, Directors of Infrastructure Institutions for Capacity Building and Welfare of Engineers

- q) Work with the other Committees i.e. Events and Functions Committee, Young Engineers Committee, Women Engineers Committee, Membership and Mentorship Committee, Eminent Engineers Forum in resource mobilization engagements to secure resources for IEK Activities
- r) Build and manage relationships with potential funders, including but not limited to the Private Sector, Public Sector, Donors etc with the aim of securing resources
- s) Work closely with existing industry partners to ensure coordination across the entire network in terms of revenue mobilization and partnerships.
- t) Ensure all stakeholders receive appropriate and timely reports and updates on events and functions and use of resources provided to IEK by them
- u) Develop a series of fundraising communication materials (print and digital) such as brochures, appeals, newsletters and annual reports to secure funding/raise the profile of the IEK, including website content
- v) Develop all the media, publicity, marketing and fundraising messages and communication material.
- w) Report to Ex-Com and the Council as required.

5 MEMBERSHIP AND COMPOSITION

- a) The Committee shall comprise of at least 11 members who are either IEK Fellows or Corporate Members of good standing with relevant track record, academic qualification, and experience that will enable them contribute optimally to the mandate thereof. Good standing means a person who has not resigned or has been suspended from membership or registration or had membership or registration revoked at both IEK and EBK or who is not the subject to investigation that could lead to suspension of membership or removal. They shall be fully paid up in terms of subscriptions.
- b) The composition of the Committee will reflect as much as possible diversity objectives of IEK in discipline, gender, age, disability, culture or geography.
- c) Chairs of EFC, YEC, WEC, MMC and EEF are automatic members of the Committee
- d) An officer from IEK Secretariat formally appointed by the CEO in writing shall attend all meetings of the Committee and will provide secretarial and logistical support to the Committee. If the appointed officer is not available the CEO shall ensure that there is a

temporary replacement to ensure the operations of the Committee proceed in a timely manner.

- e) The committee shall appoint one of the members as the Secretary.

6 TENURE OF COMMITTEE

The term of the committee shall be two (2) years after election of a new Council and on appointment.

Members of the Committee may serve additional terms to ensure continuity of the work subject to them submitting an Expression of Interest when opportunity to serve is advertised.

7 ROLES AND RESPONSIBILITIES

7.1 CHAIRPERSON

The Chairperson of the Committee shall be appointed in a duly constituted council meeting. The Chairperson shall be a Fellow and a member of the of the Council of the Institution of Engineers of Kenya.

The role of committee chair who works closely with IEK Secretariat and provides leadership to this committee are

- a) Assisting in implementing IEK's strategic direction and plan
- b) Chairing meetings and setting their agenda. In the event that the Chair is absent the Vice chair may chair the meeting.
- c) Reviewing committee minutes and briefing notes,
- d) Developing, monitoring, and delivering on the work plan, with support from Committee members and IEK staff,
- e) Directing committee deliberations that are timely, fair, orderly, thorough, and efficient,
- f) Addressing issues arising with and between committee members
- g) Ensures all committee members have this terms of reference and
- h) Tabling reports of the Committee to the Council for approval

7.2 VICE CHAIR

The Vice Chairperson of the Committee shall be appointed in a duly constituted council meeting.

The role of the Vice Chair shall be to:

- a) Assist the Chair with management of the committee
- b) Deputize on behalf of the Chair as required
- c) Perform duties as requested by the Chair, within the scope of the committee's purpose.

7.3 MEMBERS

- a) Collaborate with the Chairperson and Vice Chair to develop an annual plan that contains objectives and activities to be delivered
- b) Undertake the committee's key purposes and keep the committee's office bearers/Chair informed of the progress, seeking the Chair's guidance when appropriate.

8 MEETINGS OF COMMITTEE

- a) The Committee shall meet at least once a month, and more frequently if there any matters of urgency requiring to be addressed.
- b) An annual schedule of planned meetings shall be prepared and submitted by 31st December of each year. The schedule shall be reviewed on a quarterly basis and be updated as necessary or as required by the Secretariat. Every effort will be made to co-ordinate with the members to maximize attendance.
- c) Where possible, at least seven (7) working days' notice of any unplanned in-person meeting shall be provided to all members. Where possible, at least three (3) working days' notice of any technology-based meeting shall be provided to all members.
- d) Quorum of a Standing Committee for the purpose of conducting business will than 50% plus one members of the Committee.
- e) IEK EXCOM members are eligible to attend meetings of the Committee on request and are entitled to receive a copy of any documentation in advance of the meeting.
- f) Any Member who has not attended three or more consecutive Committee meetings (Physical or Virtual) spanning a period of more than six months, and has not contributed to the work of the committee outside meetings during the same period, may be considered as being eligible for removal from the Committee.
- g) The Committee may make a recommendation to Council through its chair to remove a member of the Committee for non-attendance at three consecutive meetings unless the member demonstrates to the Committee that the failure to attend was due to particular extenuating circumstances.

- h) All the committee meetings shall be recorded by the secretary of the committee.
- i) The Secretary will forward the minutes/circular to the chair of the Committee for approval. The Secretary will forward the approved minutes/ circulate to the Hon Secretary for circulation to council.

9 CONFLICT OF INTEREST

- a) Members of the Committee must comply with their legal, statutory and fiduciary duties and policy obligations, when discharging their responsibilities as members of the Resource Mobilization and Partnership Committee. The Secretariat shall provide information to assist Committee members as appropriate to their functions.
- b) Members of the Committee shall act in good faith and in the best interests of IEK as a whole, act with care and diligence and for proper purpose as per IEK policies.
- c) Members must declare conflicts of interest prior to discussions or at any time a conflict of interest or potential conflict of interest arises.
- d) A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decision related to the committee activities. A conflict of interest may be real, potential or perceived in nature. Individuals must declare potential conflicts to the chair of the committee and must either absent themselves from the discussion and voting or put the decision to the committee on whether they should absent themselves.

10 CONFIDENTIALITY AND NON- DISCLOSURE

All members of this committee SHALL NOT disclose any content of the meeting proceedings to anyone whatsoever.

11 INDEPENDENT EXPERT

Subject to approval of the council, the Committee may request the CEO to engage independent expert panelist in the emerging disciplines that the council has no local expertise.

12 TASK GROUP/ SUBCOMMITTEE

The Resource Mobilization and Partnership Committee may appoint Task Groups/ sub-committees

from within its membership to support it to address specific areas of the Committee's work and to undertake detailed tasks prescribed by the Committee. Task Groups/sub committees may be established on a standing basis or for a limited time, to function under the same TOR of the RMPC committee. A Schedule of formed task Groups/ sub committees shall be compiled and submitted with the annual report to the EXCOM using prescribed formats in Appendix 1.

13 CODE OF CONDUCT

All committee members shall abide by the same Code of Conduct as governs the Council found at www.iekenya.org.

14 AUTHORITY

14.1 The committee has authority to:

- a) Organize themselves to complete their responsibilities
- b) Create sub committees, task forces and or working groups to complete tasks within the committee year, within allocated resources, and
- c) Deal directly with stakeholders.

14.2 The committees have no authority to:

- a) Speak on behalf of the CEO, President or Institution of Engineers of Kenya
- b) Change policies or official position statements, without approval of the Council or
- c) Spend or commit funds, other than funds which are specifically allocated and approved by the Council. Should there be urgent need to incur expenditure under exceptional or unforeseen circumstances, the matter shall be raised with the Executive Committee in the first instant for consideration and approval.

15 ADMINISTRATION

The IEK secretariat CEO, in conjunction with the duly appointed officer (preferably Manager Finance), shall provide the administrative support necessary for the smooth running of the committee.

16 RECORDS

The committees and its sub committees and or task forces will:

- a) Develop and maintain an annual work plan with specific deliverables and deadlines;
- b) Develop data base of potential stakeholders/partners for resource mobilization
- c) Maintain written and signed minutes of their meetings and proceedings;
- d) Maintain written and signed Partnership agreements
- e) Report quarterly and annually to the Council on the achievement of their assigned responsibilities and any outcomes or actions assigned to it.
- f) Be evaluated on a quarterly basis based on agreed and approved deliverables in the work-plan and as when directed by the Council.

Committee records shall be maintained by the officer from the Secretariat.

17 REPORTING

The Committee reports to the Council and will submit the following reports for approval:

Deliverables/outputs

- a) Annual operations budget and work plan by 31st Dec
- b) Report on membership applications
- c) Any other report, as the Committee deems necessary.

18 REVIEW OF TERMS OF REFERENCES

The Committee shall review this Terms of Reference in not more than two years. The Committee shall recommend any changes proposed to the Terms of Reference to the IEK Council for its approval.

APPENDICES

APPENDIX I: SCHEDULE OF WORKING GROUPS SUB-COMMITTEES

Number	Title	Purpose or Scope of Activity

APPENDIX II: COMMITTEE NOMINATION PROFORMA

CURRICULUM VITAE

GENERAL INFORMATION

Name:

Date of Birth:

ID number:

County:

Professional Registration: IEK

Membership number: Other

Professional affiliations:

Academic qualifications and year attained:

Years of experience post-qualification:

PROFESSIONAL EXPERIENCE

Specialization:

Keys Experience: (Brief summary of most important work during stages of your career)

INVOLVEMENT IN THE PROFESSION

Contribution to IEK council , Professional Associations, and societies (local and international)
Resource Mobilization.

**KEY RELEVANT ATTRIBUTES AND CONTRIBUTION TO OFFER TO THE NEW
COUNCIL/COMMITTEE**

(Why you should be appointed)